

Quick Reference: Form 763 - Tax Year 2021

Types:

- **Category 3:** Tax Due return received with or without payment
- **Category 4:** Refund returns

Process as Direct-File:

- E-file indicator of **XXXXXX** on Form 763 is shown in the bottom right portion of the return below Line 18.
- Return's address doesn't belong in your locality.

Key Items to Review:

- Special Filing Situation: Form 763 and Form 760PY filed in the same tax year by a taxpayer.
 - Allocate withholding as applicable.
 - Make notations on both the Form 763 and Form 760PY.
- Local Tax Due Returns
 - LTD bubble must be filled/"X" entered on LTD line.
 - Payment amount (or ZERO/"0") must be entered on the \$____ line.
- Locality Code – the proper 3-digit FIPS Code must be entered.
- Itemized Deductions claimed on Line 10, check for a Virginia Schedule A.
 - If Virginia Schedule A is missing, code "**SA**"
- Federal Return – code "**FX**" if not attached.
- Federal Form 1310- code "**DX**" if attached.
- Farmer, Fisherman, and Merchant Seaman checkbox is checked:
 - Return filed on or before April 15, 2022 - code "**IX**"
 - Return filed after April 15, 2022- code "**UX**"
- Compare the "Nonresident Allocation Percentage" amount on Line 16 (Page 1) to the percentage shown on Line 15 (Page 2).
 - If different, make the appropriate adjustments.
- Review lines 19a and 19b on a joint return for the amount of Virginia Income Tax Withheld
 - If both taxpayers have withholding, code "**BX**"
- Review for Credit for Tax Paid to Another State.
 - If claimed and the total credit is equal to or greater than \$500, code "**MX**"
- Review Schedule OSC credit amount(s) and Form 763 net tax amount.
 - If tax amount is smaller than credit, adjust the OSC income percentage as needed.
- Form 760C or 760F – if included code "**CX**"

Group Returns in Stacks:

- **Timely** Farmer, Fisherman, Merchant Seaman returns.
- **Late** Farmer, Fisherman, Merchant Seaman returns.
- **All other** screened returns to be handled as **LOCAL** filed returns.
- Returns to be handled as **DIRECT** filed returns.

Transmittal to TAX:

- Complete a LAP-Sort 1 or LAP-Sort 2 form for each stack of returns.
- Rubberband the returns in each stack together.